

<b>Commonwealth of Virginia</b>		
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<b>Administrative Law Advisory Committee</b>		

**Meeting Summary**  
**Administrative Law Advisory Committee**  
**Electronic Records Work Group**  
**November 5, 2021**  
**11:30 AM**  
**Senate Room 3, Capitol Building**

**I. Welcome and call to order**

Mike Quinan called the meeting to order and presented the amendment to Title 2.2-4023 requested by the Department of Health Professions that would allow agencies to retain digital copies of final orders.

**II. Electronic Records of Final Orders**

Paul Kugelman noted that language in the Virginia Public Records Act of Title 42.1 may allow agencies to retain records in an electronic medium. Mr. Quinan stated that the work group would make the full committee aware of this section.

**III. Other Potential Changes in the APA**

Mr. Kugelman had conducted a keyword search for “signed originals” in the Code of Virginia and found no other relevant sections.

**IV Public Comment**

Mary Broz-Vaughn of the Department of Professional and Occupational Regulations stated that the agency currently uses the Uniform Electronic Transactions Act in Section 59.1 as its basis for digital retention of records.

Thomas A. Lisk, Chair  
 John Daniel  
 Michelle Gowdy  
 Paul Kugelman

Eric M. Page  
 Jeffrey S. Palmore  
 Mike Quinan  
 Alexander F. Skirpan, Jr.

Brooks Smith  
 Holly Trice  
 Jennifer Williamson  
 Kristi S. Wright

## **V      Adjourn**

Michelle Gowdy motioned to advance the language to the full committee as written, with the caveat that the full committee will be made aware of the other relevant code sections. The motion passed unanimously and Mr. Quinan adjourned the meeting.

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